

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**INTERPRETER, DEAF**

**JOB DESCRIPTION**

Employees in this job perform a variety of activities in order to provide communication services for deaf persons.

There are four classifications in this job.

**Position Code Title – Interpreter, Deaf-E**

Interpreter, Deaf 6

This is the entry level. The employee works in a learning capacity interpreting communications and materials from English into American Sign Language and interpreting information presented through American Sign Language into correct spoken English. Close supervision is provided.

Interpreter, Deaf 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of interpreting assignments.

Interpreter, Deaf E8

This is the experienced level. The employee provides a full range of communication services for deaf persons. The employee uses judgment in making decisions and guidance and direction are generally available as needed.

**Position Code Title – Interpreter, Deaf-A**

Interpreter, Deaf 9

This is the advanced level. Employees at this level function in one of two capacities: as a senior worker or as a lead worker. Senior level employees consistently perform complex assignments beyond those expected at the experienced level that have been defined by the Appointing Authority and approved by Civil Service. Lead workers are responsible for assigning, reviewing and leading the work of lower level Interpreters, Deaf.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

## **INTERPRETER, DEAF**

### **PAGE No. 2**

Interprets transliterates communications between hearing persons and deaf persons.

Provides assistance to instructors by translating academic instructional material to deaf students in the classroom.

Attends classes with students and interprets instructions on a one-to-one basis in vocational subject areas such as upholstery, machine technology and printing.

Interprets textbook material for reading and nonreading deaf students.

Serves as an interpreter for case conferences and interprets during therapeutic and/or clinical appointments.

Provides interpreting assistance to health care staff, and other personnel in communicating with residents/students.

Provides assistance to staff in the vocational evaluation process by interpreting standardized tests for deaf students.

Provides interpretation during telephone communication.

Interprets the Student Council process and meetings for deaf students.

Maintains records and prepares reports.

Interprets, translates, and assures through the instructor's questions and testing procedures, that the student has understood the material and is progressing satisfactorily.

Performs related work appropriate to the classification as assigned.

### **Additional Job Duties**

#### **Interpreter, Deaf 9 (Lead Worker)**

Oversees the work activities of lower level Interpreters, Deaf.

Coordinates work by scheduling assignments, planning, and coordinating work activities of interpreters in the work area.

Oversees work in progress and provides training and assistance to interpreters as necessary.

#### **Interpreter, Deaf 9 (Senior Worker)**

Interprets meetings, hearings, workshops, and other presentations regarding a variety of topics and including advanced vocabulary and theories.

Interprets for deaf persons with varying levels of communications skills including minimal language skills, deaf/blind persons, and professionals.

Provides information and presentations to individuals and groups regarding interpreting as a profession and to those interested in using interpreter services.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the problems of the deaf culture and the deaf community.

Knowledge of American Sign Language.

Knowledge of methods of working with deaf children and adults.

Knowledge of a variety of socioeconomic and cultural backgrounds and of emotional and/or developmental disabilities.

Knowledge of clinically accepted methods of restraining emotionally impaired or developmentally disabled clients.

Knowledge of instruction methods.

Ability to follow oral and written instructions.

Ability to understand and get along well with deaf and hearing persons.

Ability to fluently interpret communications between hearing persons and hearing impaired persons.

Ability to interpret at varied vocabulary, language, and educational levels.

Ability to interpret work-related information such as instructions on how a particular tool operates.

Ability to maintain confidentiality of information regarding clients, professionals, and employers.

Ability to restrain emotionally impaired or developmentally disabled clients.

Ability to interpret the terminology of instructional material meaningful to the deaf.

Ability to maintain records and prepare reports.

Ability to work well with professional staff.

## **INTERPRETER, DEAF**

**PAGE No. 4**

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Interpreter, Deaf 9 (Lead Worker)**

Ability to train, guide, and evaluate the work of other Interpreters, Deaf.

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

### **Working Conditions**

Some jobs require direct contact with patients and are located in a mental health facility or social services facility.

### **Physical Requirements**

None.

### **Education**

Possession of a high school diploma or a GED Certificate.

### **Experience**

#### **Interpreter, Deaf 6**

Six months of experience in the use of sign language to communicate with deaf persons.

#### **Interpreter, Deaf 7**

One year of experience as an interpreter for deaf persons.

#### **Interpreter, Deaf E8**

Two years of experience as an interpreter for deaf persons.

#### **Interpreter, Deaf 9**

Three years of experience as an interpreter for deaf persons with one year of experience equivalent to an Interpreter, Deaf E8.

### **Alternate Education and Experience**

#### **Interpreter, Deaf 6**

Possession of a current Quality Assurance Level I (QAI) rating from the Michigan Quality Assurance Program Administered by the Department of Consumer and Industry Services may be substituted for the experience requirements.

## **INTERPRETER, DEAF**

### **PAGE No. 5**

Possession of a certificate or degree from a formal Interpreter Training Program may be substituted for the experience requirements.

### **Special Requirements, Licenses, and Certifications**

#### **Interpreter, Deaf 7**

Possession of a current Quality Assurance Level II or III (QA II or III) rating from the Michigan Quality Assurance Program administered by the Department of Consumer and Industry Services.

#### **Interpreter, Deaf E8**

Possession of current national certification from the Registry of Interpreters for the Deaf, Inc.

#### **Interpreter, Deaf 9**

Possession of current national certification from the Registry of Interpreters for the Deaf, Inc. at the Comprehensive Skills level or, Certificate of Interpretation and Certificate of Transliteration or Specialist: Legal or Master Comprehensive Skills level.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

INTERPRET

#### **Job Code Description**

Interpreter, Deaf

#### **Position Title**

#### **Position Code**

#### **Pay Schedule**

Interpreter A, Deaf-E	INTPRTAE	E42-006
Interpreter B, Deaf-E	INTPRTBE	E42-006
Interpreter D, Deaf-A	INTPRTDA	E42-015
Interpreter C, Deaf-E	INTPRTCE	E42-006